THE UNIVERSITY OF ARIZONA
Department of Biosystems Engineering
BE120 Basic Computer Skills for Office Applications

Fall 2021

Instructor:
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Teaching Assistant: TBA

Course Description
As a student in this course, you will learn the most important topics of Microsoft Office 2016 and more. No prior computer experience is assumed. First in the Introductory unit you will become familiar with essential computing concepts, different apps, and the Windows operating system. Then, you will learn file management and the basics of browsers and e-mail. The first application unit covers Microsoft Word 2019, followed by a unit on Microsoft Excel 2019. You will then learn to integrate the features of Microsoft Word and Excel. The last application you will cover is Microsoft PowerPoint 2019, where you will create, apply and modify a presentation, and then integrate PowerPoint with the previous two applications. You will also be introduced to access.

Course Objectives
Upon successful completion of this course, students will be able to:

1. Summarize the history of computing, binary language, operating systems, data storage, software and software application development.
2. Construct a presentation that includes: the use of graphics, tables, charts, formatting (colors, number of words) and the recording of high-quality presentations on video.
3. Create Word memos, letters, flyers, document merging, merging data into a document, correct formatting for the discipline, and cross referencing and captioning.
4. Create multipage Excel workbooks, appropriate formulas and functions, tables and graphs; work across sheets, creating the appropriate work sheets for the major (profit and loss, etc.).
5. Demonstrate an awareness of the existence of web development tools such as content management systems, mobile applications, etc.

Outcomes

Upon completion of the course students will be able to:

1. Identify, formulate, and solve problems using basic computational skills
2. Communicate effectively using Microsoft Office.
3. Analyze data using Excel formulas and functions.
4. Apply basic knowledge of windows operating system, file management, and select web development tools.
5. Explain basic databases, best practices for data collection and management, and select the data tool best suited for their field

Help Sessions Locations and Times

- **Meeting times for remote and in-person help sessions:** This is a hybrid online course and as such there is no required meeting times. We will have two, 2-hours help sessions on Zoom and an additional two 2-hours help session per week in **Shantz 338**. Attendance to these sessions is not required but encouraged for those who need help. Lab sessions are at the following times:

Tentative Help Session Schedule

Day	Place	Meeting URL	Time	Meeting ID
Tuesdays	On Zoom	TBA	TBA	TBA
Wednesdays	On Zoom	TBA	TBA	TBA
Thursdays	Shantz 425	TBA	TBA	TBA
Fridays	Shantz 425	TBA	TBA	TBA

Due to COVID-19 only limited number of students will be allowed at a time session. Help sessions are not mandatory, but you are encouraged to come to ask questions if you need help. The lab monitor will be in charge of these session. The lab monitor may go over homework sets to clarify any issues that you may have.

Attendance in Shantz 425 With the Help Session Monitor:
- If you feel sick or may have been in contact with someone who is infectious, stay home. Except for seeking medical care, avoid contact with others and do not travel.
- Notify your instructors if you will be missing an in person or online course.

- ○ Campus Health is testing for COVID-19. Please call (520) 621-9202 before you visit in person.
- ○ Visit the UArizona COVID-19 page for regular updates.

Attendance Policy
　　　　Not required

Course Text/Materials

Course materials are being delivered digitally via D2L through the Inclusive Access program.

Please access the material through D2L to make sure there are no issues in the delivery, and if you are having a problem or question it can be addressed quickly.

You automatically have access to the course materials FREE through September 6, 2021. You must take action (even if you haven't accessed the materials) to opt-out if you do not wish to pay for the materials and choose to source the content independently. The deadline to opt-out for courses is 11:59pm MST, September 6, 2021.

If you do not opt-out and choose to retain your access, the cost of the digital course materials will appear on your Bursar account during the October billing cycle.

Please refer to the Inclusive Access FAQs at shop.arizona.edu/inclusive for additional information.

Required Equipment and software requirements: For this class you will need daily access to the following hardware: laptop or web-enabled device with webcam and microphone, regular access to reliable internet signal; ability to download and run the following software: Microsoft Windows; Microsoft Office 2019 (Microsoft Office 365), web browser.

If you are on campus and do not have your own computer, there are several OSCR computer labs on campus, the integrated learning center, and the libraries with PCs that have a Windows Operating system and Microsoft Office 2019 that you can use.

　　　　Key items to remember:

- *Do **not** purchase any course materials for BE 120 online or at the bookstore prior the first day of class*
- *The bookstore will bill your Bursar's account*

Teaching Method

As this is an online course, individual reading and doing the training/simulation assignments from the e-textbook and working within the SAM/MindTap environment for assignments is the primary method. Individual help is provided face-to-face during the help session hours posted or meeting by appointment. If you cannot make it to a face-to-face, you can meet with us online during the online office hours using zoom.

Assignments: Assignments are completed for every chapter in the book for all the units and submitted to either d2l or SAM/MindTap. Each tutorial requires that you do the step-by-step tasks for completing the training. Drop boxes are opened and closed on specific time and you must adhere to the schedule. Failure to meet deadlines will result loss of all the points for that assignment. Assignments in SAM/MindTap are also dated and must be completed on time before the deadline.

Exams: All exams are done on SAM/MindTap. There is no final exam for this course.

Grading: Every assignment has a specific number of points (see Schedule of Classes). The final letter grade is assigned based on the following scale:

A greater or equal to 90%
B 80% to 90%
C 70% to 80%
D 60% to 70 %
E less than 60%

Honors Credit
If you wish to contract this course for Honors Credit, you need to meet with me to discuss the terms of the contract. Information on Honors Contracts can be found at
https://honors.arizona.edu/faculty-and-advisors/contracts

Course Calendar

Research shows that students are most successful with online education when they start their course work on time and make steady progress. This course has strictly enforced due dates, and pacing is critical to successfully completing the course. Expect to work at least 3-4 hours per day on assignments for this course, making sure to submit one assignment at a time. All assignments are due on Fridays (of the same week) at 9:00 pm Arizona Time. To help you successfully pace yourself throughout the semester, please follow the timeline below:

Week of	Topic	TYPE	Points
	Class Rules	Follow instructions	10
23-Aug	My Experience	Follow instructions	10
	Register to MindTap	Read guide 'How to'	
	Essential Computer Concepts	Training	10
	Internet Basics and Information Literacy	Training	10
30-Aug	Microsoft Edge	Training	10
	Windows	Training	10
	Intro to Applications and Software	Training	10
6-Sep	Microsoft OneNote Training	Training	10
	Word 1: Creating and editing a document	Training	10
13-Sep		Project	15
	Word 2: Navigating and formatting a document	Training	10
20-Sep		Project	15
	Word 3: Create tables and multipage reports	Training	10
		Project	15
	Word 4: Enhancing page layout and design	Training	10
27-Sep		Project	15
	Word Unit Exam	Exam	25
	Excel 1: Getting started with Excel	Training	10
4-Oct		Project	15
	Excel 2: Formatting workbook text and data	Training	10
		Project	15
11-Oct		Project B	15
	Excel 3: Performing calculations with formulas	Training	10
		Project	15
18-Oct		Project B	15
	Excel 4: Analyzing and charting financial data	Training	10
		Project	15
25-Oct		Project B	15
1-Nov	Excel Unit Exam	Exam	25
	PowerPoint 1: Creating a presentation	Training	10
8-Nov		Project	15
	PowerPoint 2: Adding media and special effects	Training	10
		Project	15
15-Nov		Project B	15
22-Nov	PowerPoint Unit Exam	Exam	25
29-Nov	Introduction Microsoft Access I & II	Training	20
6-Dec	Last Day of Classes. December 8		

Course Policy

About Policies
Policies are a set of guiding principles for how you (the student), we (the instructors), and the university should act in a given situation. Read these policies carefully so you know what is expected of you as well as what you can expect from the course and the Uof A.

Communication Policy
This course uses D2L for all course communications including for the repository for assignments, communicating weekly updates, email communications, and the calendar tool. Since I will be using the email tool in D2L, if you don't use the D2L email system as your primary email system, then you should forward your D2L email to the email system of your choice. You can also subscribe to instant email or text notifications through D2L to remind you about assignment due dates. To activate or change the notification feature, click on the @ symbol at the top of the news feed on the course home page in D2L.

Discrimination & Bullying
Discrimination and bullying will not be tolerated. Students and instructors have a shared responsibility to foster a positive learning environment. We all want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed.

Disruptive Behavior
Students are expected to be familiar with the UA Policy on Disruptive Behavior in an Instructional Setting found at https://policy.arizona.edu/printpdf/92.

Elective Name and Pronoun Usage
This course supports elective gender pronoun use and self-identification; rosters indicating such choices will be updated throughout the semester, upon student request. As the course includes group work and in-class discussion, it is vitally important for us to create an educational environment of inclusion and mutual respect

Late Registration –Makeup Policy
If you register after the first class meeting, you may make up missed assignments/quizzes. Please make an appointment with the instructor to determine the deadlines for missed assignments/quizzes.

University Policies

Absence Policy
Missed Assignments or Late Exams
Attendance is not required –this is an online class. You will be given a full week to complete assignments. If you will be gone prior to a due date, you will need to submit the homework assignment before you leave.

Missed or late exams cannot be made up without a good cause and adequate proof (See Class Rules) for further details. All assignments must be submitted on time. Late submission of assignments is not accepted (See Class Rules). For University's policy on absence please see https://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop

https://policy.arizona.edu/human-resources/religious-accommodation-policy

Accommodations DRC Students: Need for Assistance
If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as outlined, or which will require academic accommodations, please notify us as soon as possible. You are welcome to contact the Disability Resource Center (520-621-3268) to establish reasonable accommodations. For additional information on the Disability Resource Center and reasonable accommodations, please visit the DRC website at. https://drc.arizona.edu/

Code of Academic Integrity

Plagiarism and cheating are serious offenses and may be punished by failure on that particular assignment; decrease final course grade by one letter; failure in the course; and or expulsion from the University. For more information, refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks **using his/her downloaded file only**. In other words, students may not "work together" on graded assignments using a single file (See Class Rules for detail).   For detail please see https://deanofstudents.arizona.edu/policies/code-academic-integrity

Confidentiality of Student Records
https://deanofstudents.arizona.edu/student-assistance/confidentiality-privacy

Incomplete Policy: Requests for Incomplete (I) or Withdrawal (W)
Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the university's catalog. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course. **Any requests for an incomplete or withdrawal must be made in**

accordance with University policies, which are available at
https://catalog.arizona.edu/policy/grades-and-grading-system%23incomplete

and https://catalog.arizona.edu/policy/grades-and-grading-system%23Withdrawal, respectively.

Classroom and Threatening Behavior Policy
It's an online class, but to foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand –treat each other with respect. The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. Bullying will not be tolerated. Students and instructors have a shared responsibility to foster a positive learning environment. We all want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. Students are expected to be familiar with the UA Policy on Disruptive Behavior in an Instructional Setting found at https://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students

Nondiscrimination and Anti-harassment Policy
The University is committed to creating and maintaining an environment free of discrimination; click here to read the university's Nondiscrimination and Anti-harassment policy. Additional Resources for Students UA Academic policies and procedures are available at https://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy

Additional Resources for Students
UA Academic policies and procedures are available by clicking
https://catalog.arizona.edu/policies

Student Assistance and Advocacy information is available by clicking
https://deanofstudents.arizona.edu/support/student-assistance

For the Office of Diversity click https://diversity.arizona.edu/

Special COVID-19 Guidelines and Requirements

https://health.arizona.edu/sites/default/files/CHS-Coronavirus-Self-Isolation-Guide.pdf

Fall 2020 Class Formats at the University of Arizona
https://arizona.wistia.com/medias/lqj5u0xwdk

- **Physical distancing is required in our classroom:** During our in-person class meetings, we will respect CDC guidelines, including restricted seating to increase physical distancing and appropriately worn face coverings. Per UArizona's Administrative Directive, face coverings that cover the nose, mouth, and chin are required to be worn in all learning spaces at the University of Arizona (e.g., in classrooms, laboratories and studios). Any student who violates this directive will be asked to immediately leave the learning space and will be allowed to return only when they are wearing a face covering. Subsequent episodes of noncompliance will result in a Student Code of Conduct complaint being filed with the Dean of Students Office, which may result in sanctions being applied. The student will not be able to return to the learning space until the matter is resolved.
    - The Disability Resource Center is available to explore face coverings and accessibility considerations if you believe that your disability or medical condition precludes you from utilizing any face covering or mask option. DRC will explore the range of potential options as well as remote course offerings. Should DRC determine an accommodation to this directive is reasonable, DRC will communicate this accommodation with your instructor.
- **Attendance in Shantz 425 with the Student Help Session Monitor**
    - If you feel sick or may have been in contact with someone who is infectious, stay home. Except for seeking medical care, avoid contact with others and do not travel.
    - Notify your instructors if you will be missing an in person or online course.
    - Campus Health is testing for COVID-19. Please call (520) 621-9202 before you visit in person.
    - Visit the UArizona COVID-19 page for regular updates.
- **Life challenges:** If you are experiencing unexpected barriers to your success in your courses, please note the Dean of Students Office is a central support resource for all students and may be helpful. The Dean of Students Office can be reached at 520-621-2057 or DOS-deanofstudents@email.arizona.edu.

- **Physical and mental-health challenges**: If you are facing physical or mental health challenges this semester, please note that Campus Health provides quality medical and mental health care. For medical appointments, call (520-621-9202. For After Hours care, call (520) 570-7898. For the Counseling & Psych Services (CAPS) 24/7 hotline, call (520) 621-3334.

- **Staying current:** You are required to complete assignments on your own time but need to make sure you meet the deadlines

- **Remote / online only after Thanksgiving:** After the Thanksgiving holiday, we are scheduled to move to 100% remote teaching. That means all help sessions will be done on Zoom.

Wildcat Wellcheck

https://wellcheck.arizona.edu (Instructions for signing up for Wellcheck)

Text JOIN to 1-833-339-0504

Questions on Wellcheck:

1. Do you have a temperature of 100.4 or above?

   Yes, 100.4 or above
   No, below 100.4
   Don't know/don't have a thermometer

2. Do you or close contacts have any of the following symptoms that could be related to COVID-19?

Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Reporting Positive COVID-19 test:

Information Website: https://health.arizona.edu/SAFER

Have you tested positive for COVID-19? https://redcap.link/CovidReporting